



**TRADITIONAL  
ENLISTED VACANCY ANNOUNCEMENT**

**275<sup>th</sup> Cyber Operations Squadron Superintendent**

***Closing Date 4 JUNE 2016***

***Area of Consideration:*** Open to all enlisted members serving in the grade of E-8 or E-9.

This position is the Senior Enlisted Leader for the 275th Cyber Operations Squadron. The individual selected is expected to attend all UTA's monthly as well as Pre-UTA preparation periods.

***Unit:*** 275<sup>th</sup> Cyber Operations Squadron    ***AFSC:*** 3D000    ***Auth Grade:*** CMSgt (E-9)

**Minimum/Specialty Qualifications:**

- Must have or be able to attain 36 months of retainability.
- Knowledge is mandatory of: techniques and procedures of systems analysis and design; project management, communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; performance measurement; awards programs and, manpower and organization; security, administrative contract, training, resource, records, publications, deployment, logistics, and base/unit functional management.
- Must not have, nor bear the appearance of personal, marital or family problems that detract from the member's ability to effectively serve as a superintendent.
- Must be financially stable.
- Must have demonstrated exceptional leadership and managerial skills.
- The applicant's physical appearance and military image in all uniform combinations must meet the highest standards expected only of the most dedicated professional SNCO.
- Must never have been convicted by a general, special, or summary courts-martial. Not have received non-judicial punishment under the Uniform Code of Military Justice in the past three years.
- Must never have been convicted or adversely adjudicated by a civilian court for sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- No convictions by a civilian court except for minor traffic violations.
- No record of disciplinary action [LOC, LOA, LOR, Art 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.
- Must meet Air Force standard of good physical health and meet or exceed Air Force physical fitness standards IAW AFI 36-2905.
- For award of AFSC 3D190, completion of E6ACW3DX9X 00AA Cyberspace Superintendent Course is required.3.4. Experience. For award of AFSC 3D190, qualification in and possession of AFSC 3D071/72/73/74 or 3D171/72/73/74/77 is mandatory. Also, experience is mandatory in directing functions such as installing, maintaining, operating, repairing, or modifying the various cyberspace systems, software development, cyber security, or resource management as related to the feeder specialties.

- Must currently have TS/SCI clearance or be able to obtain and maintain a TS/SCI security clearance and all other mission-required clearances/access.

**Duties and Responsibilities include but are not limited to:**

- Plans and organizes cyberspace support activities. Plans and supervises system installation and evaluates facilities layout and performance standards. Designs and develops organizational structures and determines equipment, training and supplies required for systems implementation and support. Interacts with customers to promote customer satisfaction. Establishes tactics, techniques and procedures. Evaluates operational readiness of communications equipment, network devices, sensors, intrusion detection, and related support equipment.
- Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, plans, implementation, and resource management. Implements and interprets policies, directives, and procedures.
- Establishes training requirements. Establishes training programs to meet local knowledge and certification requirements and to enhance professional awareness of technology.
- Directs maintenance activities. Directs personnel employed in siting, deploying, inspecting, adjusting, removing, replacing, and repairing communications systems and related equipment. Prepares and analyzes reports encompassing siting, deploying, maintaining, installing, repairing, and removing communications systems and related equipment. Coordinates activities and resolves common problems. Directs overhaul and repair of communications systems and related equipment. Establishes local maintenance procedures and policies. Ensures work standards are maintained. Determines extent and economy of repair, including disposition of malfunctioning equipment.
- Inspects and evaluates maintenance activities for compliance with directives. Evaluates, rates, and prepares reports. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, system scheduling, processing, and maintenance.
- Plans, programs, and develops budget inputs to ensure resource availability for operational requirements.
- Manages plans, implementation and development functions. Helps functional users define requirements. Recommends automated methods to enhance resource use. Supervises functional user requirements translation into automated systems capabilities. Organizes teams that use methodologies to meet mission requirements. Supervises test and evaluation efforts to determine performance. Organizes and participates in mission implementation and conversion. Ensures continued interface between functional users, and programming and operations personnel for implemented systems. Ensures compliance with standards for systems documentation.

**Application Procedures:**

E-mail the following documents via a single PDF document to [JAMES.A.POKORSKI.MIL@MAIL.MIL](mailto:JAMES.A.POKORSKI.MIL@MAIL.MIL) no later than **4 JUNE 2016**.

- One-page biography including educational information and military duty history (photo not required)
- Current Records Review RIP (available through Virtual MPF)
- Copy of current passing fitness assessment

Questions regarding eligibility or qualifications for this position may be addressed to Major Andrew Wonpat at 410-918-6111 or via e-mail to [JAMES.A.POKORSKI.MIL@MAIL.MIL](mailto:JAMES.A.POKORSKI.MIL@MAIL.MIL). If no response you can contact CMSgt Keith Doyle at 443-694-7615 (cell) or via e-mail to [Keith.L.Doyle.mil@mail.mil](mailto:Keith.L.Doyle.mil@mail.mil).